

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES		
						1	16	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 08/05/2019		2. CONTRACT NO. (If any) EP-W-17-006		6. SHIP TO:				
3. ORDER NO. 68HERH19F0310		4. REQUISITION/REFERENCE NO. PR-OCSPP-19-00158		a. NAME OF CONSIGNEE OCSPP DC				
5. ISSUING OFFICE (Address correspondence to) HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS USEPA OCSPP (Division), MC: RM: WJC East Building 1201 Constitution Ave, NW		c. CITY Washington		
				d. STATE DC		e. ZIP CODE 20004		
7. TO: VANESSA DOWNES				f. SHIP VIA				
a. NAME OF CONTRACTOR VERSAR, INC.				8. TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
c. STREET ADDRESS 6850 VERSAR CTR STE 201				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if anv. including delivery as indicated.				
d. CITY SPRINGFIELD								
e. STATE VA				f. ZIP CODE 22151				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP/OPPT/RAD				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT		
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB								
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 08/05/2019		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 066764747 Preparation of Consumer, General Population, and Environmental Exposure Assessments for EPA's New Chemicals Programs TOCOR: Jason Todd Continued ...							
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$154,000.00	17(h) TOTAL (Cont. pages) ▲
	21. MAIL INVOICE TO:							
	a. NAME		RTP Finance Center					
	b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts				\$421,156.64	17(i) GRAND TOTAL ▲
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711					
22. UNITED STATES OF AMERICA BY (Signature)					23. NAME (Typed) Genine McElroy TITLE: CONTRACTING/ORDERING OFFICER			

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 08/05/2019	CONTRACT NO. EP-W-17-006	ORDER NO. 68HERH19F0310
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Accounting Info: 19-20-B-69A-000CD6-2505-QT5PSMZZ-TC5PQQE-196 9RADXX1-001 BFY: 19 EFY: 20 Fund: B Budget Org: 69A Program (PRC): 000CD6 Budget (BOC): 2505 Job #: QT5PSMZZ Cost: TC5PQQE DCN - Line ID: 1969RADXX1-001 Period of Performance: 08/05/2019 to 08/04/2021					
0001	Base Year: Task Order Type: T&M LOE HOURS 2190 NTE \$223,771.04 Period of Performance: 08/05/2019 to 08/04/2020				154,000.00	
0002	Option Year 1: Task Order Type: T&M LOE HOURS 1810 NTE \$197,385.60 Period of Performance: 08/05/2020 to 08/04/2021 (Option Line Item)				Option	
	The obligated amount of award: \$154,000.00. The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$154,000.00

RISK ASSESSMENT DIVISION (RAD)
REQUEST FOR TASK ORDER PROPOSAL

PROJECT TITLE:

**Preparation of Consumer, General Population, and Environmental Exposure Assessments for EPA's
New Chemicals Programs**

A. Performance Work Statement

A1. Background and Purpose

Background

The Office of Pollution Prevention and Toxics (OPPT) of the Environmental Protection Agency (EPA) is responsible for work under a number of statutes including, principally, the Toxic Substances Control Act (TSCA), the Chemical Safety in the 21st Century Act, and Pollution Prevention Act of 1990 (PPA). The mission of the office is to assure that industrial chemicals are designed, manufactured, processed and used in ways that maximize their benefits to society and minimize their impacts on human health and the environment; encourage the replacement of older, more hazardous chemicals and technologies with new, safer alternatives; and work to harness the use of pollution prevention technologies, whenever feasible.

OPPT's Risk Assessment Division (RAD) is responsible for health and environmental hazard and risk evaluations of chemicals regulated under the Frank R. Lautenberg Chemical Safety for the 21st Century Act. The Frank L. Lautenberg Chemicals Safety for the 21st Century Act amends the Toxic Substance Control Act (TSCA). Exposure Assessors within RAD develop the guidance for and/or produce exposure characterizations and assessments to support OPPT's risk evaluations. Exposures may be assessed for a variety of exposure scenarios, including but not limited to, ambient exposures for the general population, exposures to highly exposed individuals within the general population (e.g. subsistence fishers), consumer exposures within the indoor environment including highly exposed individuals (e.g. hobbyists), or exposures to ecological receptors.

Among other things, the new TSCA requires EPA to conduct risk evaluations to determine whether a chemical substance presents an unreasonable risk of injury to health or the environment, without consideration of costs or other non-risk factors, including an unreasonable risk to a potentially exposed or susceptible subpopulation identified as relevant to the risk evaluation under the conditions of use. Furthermore, the new TSCA legislation requires that EPA adhere to specific provisions regarding Scientific Standards, Weight of Evidence and Availability of Information as articulated in Sections 26 (h), (i) and (j), respectively (<https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/frank-r-lautenberg-chemical-safety-21stcentury-act>). This PWS is supporting implementation of the Frank R. Lautenberg Chemical Safety for the 21st Century Act, specifically for new chemicals. The Contractor shall be familiar with the amended law to ensure that technical products abide to the scientific standards that EPA must meet when preparing technical products supporting OPPT's risk evaluations.

Under the amended TSCA, EPA will continue to evaluate Premanufacture notices (PMNs) as part of the new chemical program. This will require the generation of initial review exposure reports (IRExRs), post-focus exposure reports and standard review exposure reports.

The contractor is expected to complete the necessary reports for these cases in a rapid manner. It is the contractor's responsibility to maintain a database of completed reports and model runs and the corresponding database files. Below is a short description of the main steps of the new chemical exposure assessment process:

1. Generation of IRExRs – This includes but is not limited to generating general population exposures and surface water concentrations due to industrial releases, exposures to consumers and susceptible populations. The contractor will also generate a focus summary sheet for each case that describes the most significant aspects of the overall report.
2. Creation of post-focus and standard review reports – These are similar products that result due to changes in the engineering releases, fate properties, toxicological concern levels or pathways or changes in release locations. These are done as needed and fluctuate depending on the number of cases that require extra review. The contractor may need to investigate public or government databases or other information to extract supporting information for these assessments.
3. Software testing and modification – The contractor will support the exposure assessment process by modifying the related software, currently NCEM2, to maintain its performance as part of the new chemical program.

OPPT uses a set of conservative assumptions to produce exposure and risk assessments that will be protective of the environment and human health in the new chemical program. The contractor may be tasked to research appropriate parameters for parameters that affect a new chemical assessment for a given PMN, examples include finding regulatory documents related to water bodies that will be affected by a PMN release or the proximity of residential housing to industrial locations.

Purpose

The primary purpose of this PWS is to provide technical support related to consumer, general population, and environmental exposure assessments¹ and characterizations² and other exposure-related activities³ pertinent to new chemical substances.

The Contractor will develop various technical products to support these activities such as, but not limited to, exposure assessments, generation of exposure model inputs and outputs, model maintenance, Quality Assurance and/or Quality Control project plans and/or of work products, and related tasks that will be clarified as indicated in the performance work statement.

A2. Scope of Work

¹ Exposure assessments are documented and quantified estimates of exposure that require more effort than exposure characterizations.

² Exposure characterizations may be qualitative or quantitative in nature and are usually completed before an exposure assessment. ³ Exposure support activities are discrete tasks that support an exposure assessment or exposure characterization but are not specific to a given chemical substance.

The purpose of this procurement is to provide support for exposure assessment of new chemicals for OPPT.

The contractor will be required to have the ability to work on-site in the CBIC or other CBI secured spaces in an EPA building. The contractor may also be given tasks that can be performed remotely and would need to have CBI secured space for those activities (or otherwise comply with CBI rules by using appropriate equipment when outside of a CBI secured space). The contractor will have access to CBI machines for the performance of new chemical reviews. The contractor shall supply the necessary resources required for the performance of nonCBI tasks (database searching). The scientific quality of assessments, reports, model tools, statistical programs and software, and their timely preparation in accordance with new chemical program schedules, are of paramount importance in the performance of this contract.

The contractor shall have the necessary technical and scientific expertise, knowledge and experience to successfully perform all of the tasks identified below. In addition, the contractor shall have a quality assurance/quality control program that maintains the quality of products, as well as an ongoing training program. This is intended to ensure that the contract staff produces quality products, and feedback from OPPT on needed improvements is communicated to the contractor's staff. The contractor shall maintain and make available upon request complete documentation of QA/QC practices and procedures.

Performance of work under this contract shall be initiated by competitive task orders issued by the Contracting Officer, and will encompass tasks in following areas discussed below in Section C.3 (TASKS).

The contractor may receive EPA laptops to facilitate completion of tasks in this task order at the discretion of the CO and TOCORs.

B. TASKS

TASK 1: Project Management and QAPP requirements

Project Management

The Contractor shall provide a Project Manager. The Contractor Project Manager shall report on all aspects of the objectives and progress of this contract to the designated EPA Contracting Officer (CO) and Task Order Contracting Officer Representative (TOCOR) via email, through monthly reports. The Contractor Project Manager also plans, conducts and supervises Task Order (TO) projects, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. The Contractor Project Manager provides advice and counsel to other professionals. The Contractor Project Manager shall notify via email the relevant EPA TOCOR/Alternate TOCOR of any significant difficulties in accomplishing the task listed in the TOs.

In cases where performance objectives and minimum Acceptable Quality Levels (AQLs) are not being met, the Contractor Project Manager will make every effort to immediately correct the problems to ensure customer satisfaction. If the problem persists, the Project Manager will submit a plan of corrective action to the TOCOR and the Contract Level COR. The Contractor Project Manager shall ensure that the approved Quality Assurance (QA)/Quality Control (QC) process is followed to ensure the quality of its products.

QAPP Requirements

Quality Assurance: The Quality Management Plan, the QAPP for Tasks 2 through 4. The contractor shall adhere to its Quality Management Plan that is tailored for this contract.

This Task Order involves the use of existing data. Accordingly, EPA policy requires that an approved Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the collection, generation, evaluation, analysis or use of environmental data. The QAPP must be consistent with EPA Requirements for Quality Assurance Project Plans: EPA QA/R-5

(<https://www.epa.gov/sites/production/files/201506/documents/g5-final.pdf>).

* The contractor shall prepare and submit for EPA review a draft Quality Assurance Project Plan (QAPP) for Tasks 2 through 4 within 10 days of selection and before **the initiation of the rest of the task order**. Updates to QAPP based on comments from the EPA to the QAPP must be received within 3 working days.

* EPA will review the contractor's draft QAPP, and provide the Contractor with written approval or written comments.

* If needed, the Contractor shall submit a revised QAPP within 5 business days of receipt of the written comments on the draft QAPP, unless otherwise instructed by the EPA TOCOR. An acceptable QAPP must be received before the rest of the task order is initiated (tasks 2-4), no funds may be received for the following tasks until the contractor's QAPP has been approved.

* Under no circumstances shall work that involves the generation, collection, evaluation, analysis, or use of environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

All QA documentation, including the QAPP, prepared under this TO, shall be considered non-proprietary, and shall be made available to the public upon request.

Additional QA Documentation Required

In addition to the requirements described above, all major deliverables (e.g., Technical Support Documents, Study Reports, Study Plans, etc.) produced by the Contractor under this Task Order must include a discussion of the QA/QC activities that were or will be performed to support the deliverable. The contractor shall immediately notify the EPA TOCOR of any QA problems encountered that may impact the performance of this Task Order, with recommendations for corrective action.

The contractor also shall provide EPA with monthly reports of QA-related activities performed during implementation of this Task Order. These monthly QA reports shall identify QA activities performed to support implementation of this task order, problems encountered, deviations from the QAPP, and corrective actions taken. The contractor may include this as a part of the contract-required monthly financial/technical progress report. The contractor shall notify the EPA TOCOR at any time during the task order if changes to the QAPP are warranted (e.g., due to organizational changes, revised technical approaches).

If, during the Period of Performance of this Task Order, the EPA TOCOR determines revisions to the QAPP are necessary, the contractor shall submit a revised QAPP, including the revision summary, within 5 business days after receiving written technical direction to do so. EPA will review the draft revised QAPP and provide the

contractor with written approval or comments. The contractor shall provide a revised QAPP, then a final QAPP that responds to EPA's written comments within 5 business days of receipt of EPA's comments on the draft QAPP.

* Under no circumstances shall work involving environmental data be performed by the contractor until the contractor receives written notification from the EPA TOCOR that EPA has approved the contractor's QAPP.

Since this task order involves the collection, evaluation, and use of environmental data by and for the Agency, the contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following EPA guidelines. QAPP is due within 10 days of task order award.

TASK 2. Reporting Requirements

The contractor shall write and submit monthly progress reports to the EPA Task Order Contracting Officer Representative (TOCOR). Progress reports shall describe completed work during the invoice period and should link to charges described in invoice documentation.

Routine progress reports shall include a written monthly technical progress report that includes the following in the case of each project that the contractor is involved in during the month: (a) an overview of work accomplished since project inception to to-date (b) a description of work accomplished during the month, (c) a summary of QA/QC activities since project inception including a summary of corrective action taken (d) a brief summary of anticipated work during the following month, (e) a summary and details of the LOE and costs incurred **for each task** during the month and cumulatively , and (f) total remaining LOE and budget. This report shall also be issued to the Contract Level COR. Routine progress reports shall be delivered electronically; paper copies are not needed.

The Contractor shall notify the TOCOR and CO when 75, 90, and 100% of approved hours have been expended. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained. Work not related to environmental data operations such as scoping how environmental data may be searched for or summarized once available including refinement of keywords, criteria, or report templates may begin prior to QAPP approval. See Appendix K for additional invoice reporting instructions.

Failure to submit monthly progress reports with the information required will result in the suspension of the invoice until such supporting documentation is provided. Any deviations from the project such as work schedules, impediments encountered, and budget require approval from the EPA CO. The EPA CO may also initiate verbal communications with the contractor on an as needed basis to determine project status.

The contractor may be required to separate the number of hours spent on different tasks, e.g., time spent on PMNs vs exemptions vs SNURs.

Deliverable: Monthly Progress Reports shall be submitted to the EPA TOCOR within three (3) calendar days of invoice submission to EPA. Minimal level of effort required for this deliverable.

TASK 3: Developing New Chemical Exposure Reports and Assessing New Chemicals

The contractor shall support exposure assessors in meeting the objectives of this task order and its responsibilities under TSCA Section 5 by performing the following:

3.1. Generation of IREXRs, Post-focus and Standard Review Assessments

The contractor shall provide technical support for EPA's New Chemicals Program by preparing Initial Review Exposure Reports (IRExRs) and post-FOCUS reports according to the Guidelines for Completing Initial Review Exposure Reports (IRExRs) for New Chemical Substances; historically, there are up to 24 assessments weekly. The contractor will also populate a focus summary report using a template for each IRExR which is a text summary that highlights the results of the modeling, such a summary report may be required for the initial exposure report and/or the post focus/standard review exposure reports. The focus summary is usually a one to two-page report that describes the most significant aspects of the model run for that PMN. Occasionally more than one contractor employee shall work on IRExRs or post-FOCUS reports at EPA if requested by the EPA TOCOR. Currently exposure work is done mainly on Wednesday and Friday during business hours, however, the contractor should have the capacity to change those days if requested (e.g., holiday on Wednesday) or shift to producing the exposure reports remotely on more than two days a week (if provided with EPA laptops). After completion of the IRExRs, the contractor shall complete post-FOCUS reports (including standard review exposure reports which are a subset of post-focus work) in the order that they are received. Changes to this direction will be designated by the EPA TOCOR in written technical direction. Post-focus case runs could be required on days outside of Wednesday or Friday.

The contractor should also be able to adapt if the new chemical calendar shifts or is significantly revised. Currently exposure work is done for up to 8 hours a day on two days a week, however exposure work could be required to be done on a completely different calendar, e.g., for a variable number of hours per day for up to 5 days a week with some combination of on and off-site work.

The current description of work being before and after focus may change to accommodate a different set of due dates and while many aspects of the reports are currently planned to remain the same, deliverable names (postfocus report) may be changed to reflect the new process, as the focus meeting may be discontinued.

The contractor shall make a copy of each new chemical report on media designated for CBI (Confidential Business Information) documents. The contractor shall complete new chemical reports using templates, software, and/or guidance provided by the EPA TOCOR, as described in the approved Quality Assurance Project Plan (QAPP). Changes to this direction will be provided by the EPA TOCOR in written technical direction. The contractor shall maintain copies of all work documentation to include templates, assumptions, raw data, calculation, and information used or produced during the course of this subtask.

The contractor will have sufficient trained staff to ensure that a trained assessor is available to work every day that exposure reports need to be generated. The contractor should describe staffing and training methods to ensure continuity in the ability to perform exposure assessments.

The contractor may also be required to run some or all releases outside of the current NCEM2 modeling package. For example, a new general population air model, consumer exposure model and surface water/sediment model have been developed. These may need to be run as stand-alone model runs and then the outputs may have to be manually entered into the exposure report and NCR (or equivalent database) until an update of NCEM2 that includes these is available. The surface/water sediment model uses the Variable Volume Waterbody Model³ (VWWM) from OPP and the next generation consumer exposure model (CEM 2.0⁴) is available online. The contractor will have to provide adequate training to its employees to master the use and integration of new models into exposure assessments as they become ready for use in the new chemical

³ <https://www.epa.gov/pesticide-science-and-assessing-pesticide-risks/models-pesticide-risk-assessment>

⁴ <https://www.epa.gov/tsca-screening-tools/approaches-estimate-consumer-exposure-under-tsca>

program. The models listed in this paragraph are just examples of potential models that may be implemented not an exhaustive list of what may need to be implemented, new versions of AERMOD and Reachscan are also in progress for example.

3.2. Data Acquisition and in-depth assessment

The contractor shall acquire data to complete New Chemical reviews; for example, researching facility-specific information (NPDES) for post-FOCUS cases, about once or twice per month.

Once or twice per month the contractor may also be tasked to perform a more in-depth exposure assessment for environmental, general population or consumer exposures. This could include searching for existing exposure data within the same use sector and/or searching for exposure data on analogous chemicals. This could also include using models from other parts of the EPA or other countries or industry/academia (PWC, EUSES, iSTREEM). This may need to be done on or off-site.

TASK 4: Model Maintenance

The contractor shall modify computerized models, e.g., NCEM2, used in the assessment process as written in technical direction received from the TOCOR. These modifications would be expected no more often than on a quarterly basis.

NCEM2 is used for CBI new chemical cases and is similar to the public version of the software which is titled “E-FAST”. The main difference is that NCEM2 is designed to interact with the PMN chemical database for process flow, data import and data export.

The contractor may be required to participate in beta test of NCR or future databases to ensure performance of NCEM2 after any updates to NCR or other future database is consistent with current performance of NCEM2 in NCR. EPA will provide technical direction and anticipates that this task will occur no more than four times per year and likely less than that.

No work is currently envisioned for this task, but it is always possible that changes to IT infrastructure will require updates to model programming.

C. REPORTING REQUIREMENTS AND SCHEDULE OF BENCHMARKS & DELIVERABLES:

As described in Task 2 and in the invoice instructions, the Contractor shall provide a monthly report CO, COR and TOCOR which identifies project staff and all activities and milestones associated with the Task Order assignments planned and in progress. The monthly report in progress tasks shall be included in the monthly reports which will be referenced when the Voucher Validation review is performed monthly at the end of each billing cycle.

As per the Task Order or request for a proposal, the Contractor shall provide the Agency with a proposal within the timeframe specified for this Task Order. The EPA CO, TOCORs, or panel members will review the proposal and provide the Contractor with an approval or disapproval, and revision (if necessary) in writing. The timelines involved, will proceed as stipulated in the request for a proposal or Contract

The Contractor shall prepare a Quality Assurance Project Plan for this Task Order. EPA Requirements for Quality Assurance Project Plans (QA/R-5).

For most deliverables, the EPA TOCOR will assign a tentative due dates and instructions when work is routed to the Contractor. If within three business days, the Contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement.

SPECIFIC SCHEDULE OF DELIVERABLES:

Tasks	Deliverables	Schedule
Task 1:	Project Management and QAPP	QAPP within ten days of task order award
Task 2:	Monthly progress reports	Monthly reports
Task 3:	Developing reports for Assessing New Chemicals	Products shall be submitted within the same day as the contractor is tasked with the work.
Task 4:	Model Maintenance	Products shall be submitted based on technical direction issued by the TOCOR.

E. DELIVERABLES

For each deliverable submitted electronically, the contractor shall submit electronic copies to EPA in a format that EPA can support. Deliverables shall be submitted through electronic mail, or through another method determined mutually acceptable by the contractor and EPA.

F. ACCEPTABLE QUALITY LEVEL FOR TASKS

See Attachment: Quality Assurance Surveillance Plan

Performance Criteria Analysis – TASKS		
Performance Indicator	Standard	Acceptable Quality Level (AQL)
Timely submission of report	Reports submitted within time frame pre-negotiated with Task Order COR	95%

Free of substantive technical, guideline, or format errors	Reports submitted with zero substantive errors including but not limited to discrepancies, omissions, inaccuracies, and/or inappropriate data evaluation	95%
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F.1 Method of surveillance

Final deliverables prepared by the contractor undergo a secondary review process in OPPT. Each report has a designated EPA reviewer. The EPA reviewer conducts a review of the contractor's deliverable. The EPA reviewer will provide feedback to the TOCOR to send back to the contractor should revisions be needed. The TOCORs will compare agency due dates or approved revised due dates to completed date of reports, quarterly and calculate the percentage of late reports. See attachment J.5 of this RFTOP.

F.2 Period of Performance

The period of performance of this task order is:

Base: 12 months from date of award

Option 1: 12 months from start of Option 1

G. TASK ORDER TYPE

Task 1-4: Time and materials

H. INSPECTION AND ACCEPTANCE

H.1 Quality Assurance Project Plan

The contractor shall submit the following quality system documentation to the CO at the time frames identified below:

	Documentation	Specifications	Due
X	Quality Assurance Project Plan for the Task Order	EPA Requirements for Quality Assurance Project Plans (QA/R-5) [dated 03/20/11]	Task Order proposal due date

This documentation can be found on the following EPA website – <https://www.epa.gov/quality/epa-qar-5-eparequirements-quality-assurance-project-plans>

This documentation will be prepared in accordance with the specifications identified above or equivalent specifications defined by EPA.

The Government will review and return the quality documentation, with comments, and indicating approval or disapproval. If necessary, the contractor shall revise the documentation to address all comments and shall submit the revised documentation to the government for approval.

The contractor shall not commence work involving environmental data generation or use until the Government has approved the quality documentation.

I. TASK ORDER ADMINISTRATION DATA

I.1 Contract Administration Representatives

Contracting Officer: Genine McElroy, McElroy.Genine@epa.gov

Contract Level Contracting Officer's Representative: Tyrone Thomas, Thomas.Tyrone@epa.gov

Task Order Contracting Officer's Representative (TOCOR): Jason Todd, Todd.Jason@epa.gov Alternate

TOCOR: David Tobias, Tobias.David@epa.gov

J. INVOICING

Invoices shall be submitted electronically to: US EPA FINANCE OFFICE AT DDC-KINVOICES@EPA.GOV. Copy the CO, Contract COR and TOCOR on the submission.

For format and guidance refer to: http://www2.epa.gov/financial/contracts#Contract_invoices

The customer service contact information for the finance office is contractpaymentinfo@epa.gov and 919-5411148.

K. TASK ORDER CLAUSES

K.1 FAR 52.216-31 Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition (Feb 2007)

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

(End of provision)

K.2 FAR 52.217-7 Option for Increased Quantity -- Separately Priced Line Item (Mar 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option

item (service), at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the contractor within 14 calendar days. Delivery of added items (services) shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(End of Clause)

K.3 FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

- (a) The Government may extend the term of this contract by written notice to the contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months.

(End of clause)

K.4 EPAAR 1552.237-72 Key personnel. (APR 1984)

- (a) The contractor shall assign to this contract the following key personnel:

1. Project Manager:

The contractor shall identify a Project Manager to serve as USEPA's primary point-of-contact and to provide supervision and guidance for all contractor personnel assigned to the task order. The Project Manager is ultimately responsible for the quality and efficiency of the support effort, to include both technical issues and business processes. The Project Manager shall have knowledge in the technical areas described in the Task Order. The Project Manager shall assign tasks to contractor personnel, supervise on-going technical efforts, and manage overall task order performance. The Project Manager plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Schedules work to meet completion deadlines. The Project Manager shall possess demonstrated excellent written and oral communications skills.

The Project Manager shall have experience in managing projects of similar size and scope as demonstrated by appropriate combination of education and experience.

2. Quality Assurance Manager

The Quality Assurance (QA) Manager must have experience in exposure assessment with the ability to critically evaluate the type of data described in the task order. The QA Manager shall have advanced knowledge and the ability to originate and apply new and unique methods and procedures. Provide technical advice and counsel to other professionals with special emphasis on procedures for execution of systematic review. Generally, operates with a wide latitude for non-reviewed actions or decisions. Schedules work to meet completion

deadlines. Directs assistance, reviews progress and evaluates results; makes change in methods where necessary.

The QA Manager shall have experience in quality management, implementation of quality management plan, and ensuring quality of projects of similar size and scope as demonstrated by appropriate combination of education and experience.

LOCAL CLAUSE - EPA-B-32-103A - LIMITATION OF GOVERNMENT'S OBLIGATION

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items 1 through 2 are severable and may be incrementally funded. For these items, the sum of \$154,000.00 of the total price is presently available for payment and allotted to this contract.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled, "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least 5 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85% of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

RECAPITULATION:

	PRIOR AMOUNT	THIS MOD.	NEW AMOUNT
BASE PERIOD			
Total Maximum Amount:	\$0.00	\$0.00	\$223,771.04
Funded Amount:	\$0.00	\$0.00	\$154,000.00

(End of clause)

L-1 EPA-J-52-101 LIST OF ATTACHMENTS

ATTACHMENT: QUALITY ASSURANCE SURVEILLANCE PLAN

ATTACHMENT 1: QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD	INCENTIVES & DISINCENTIVES
<p><u>MANAGEMENT AND COMMUNICATION:</u></p> <p>The contractor shall maintain contact with the EPA CO, COR, and TOCOR throughout the performance of the contract. Contact with EPA shall include monthly progress reports to the TOCOR as outlined in the RFTOP.</p>	<p>Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.</p>	<p>Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.</p>	<p>All active task orders will be reviewed by the EPA to identify unreported issues.</p>	<p>Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Business Relations in the Contractor Performance Assessment Reporting System (CPARS).</p>
<p><u>TIMELINESS:</u></p> <p>For every Task there shall be an established firm, specific delivery date for the generation of a report or related output deliverables (e.g. IREXRs). The contractor shall deliver such reports to the relevant EPA staff and/or COR, TOCOR, and CO no later than the time specified in the order's PWS.</p>	<p>Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all tasks.</p>	<p>95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.</p>	<p>100% inspection of all deliverables and related work by the relevant EPA staff and/or TOCOR; EPA Staff and/or TOCOR will document the timeliness of all work requirements.</p>	<p>Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation of Timeliness in the Contractor Performance Assessment Reporting System (CPARS).</p>
<p><u>TECHNICAL QUALITY:</u></p> <p>For every Task, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.</p>	<p>All deliverables and related work must be complete, accurate, thorough, and professionally credible.</p>	<p>Data are 100% accurate; review demonstrates a high level of expertise and credibility with regard to personnel and use of scientific methodology. Tasks shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA and outside scientific reviewers.</p>	<p>EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.</p>	<p>Performance will be considered in the award of subsequent task orders and will be factored into the annual evaluation in the category of Quality of Product or Service in the Contractor Performance Assessment Reporting System (CPARS).</p>